

SECTION 01001

BASIC REQUIREMENTS

PART 1 - GENERAL

1.1 REFERENCES

- A. Examine Drawings and all other Sections of the Specifications for requirements therein affecting the work to be performed.
- B. As used herein, the word "provide" means "furnish and install".
- C. In all instances where an item is referred to in the singular number in these Specifications or on the Drawings, it shall be understood that the references shall apply to as many such items as are necessary to complete the work.
- D. Before starting work, visit the site and examine the conditions under which the work is to be performed. Report in writing to the Engineer any conditions which might adversely affect the work. Do not proceed with the work until the defects have been corrected and conditions are satisfactory. Commencement of work shall be construed as complete acceptance of preparatory work by others.

1.2 SCOPE

- A. Perform all work and provide all material and equipment as shown on the Drawings or as specified herein.
- B. Drawings and Specifications shall be taken together; provide as though mentioned in both, work specified and not shown, or work shown and not specified. Although such work is not specifically shown or specified, provide as part of this work, all supplementary or miscellaneous items, appurtenances, devices or materials incidental to or necessary for a sound, secure and complete installation.
- C. Give all notices, file all plans, obtain all permits and licenses, pay all fees, and obtain all necessary approvals from authorities having jurisdiction.
- D. The work shall include, but not be limited to:
 - 1. Remove existing built-up roofing materials down to existing deck.
 - 2. Remove existing metal roofing materials down to existing deck.
 - 3. Remove existing membrane roofing materials down to existing deck.
 - 4. Replace all wood blocking with new pressure treated lumber.
 - 5. Two layers of 1½" rigid Polyisocyanurate insulation
 - 6. Metal flashing.
 - 7. New Colorklad 24 gauge standing seam metal roofing.
 - 8. New reinforced .060 mechanically fastened membrane roofing.
 - 9. New reinforced .060 loose laid ballasted membrane roofing.
 - 10. Walk pads.

**DEPARTMENT OF BUILDINGS
AND GENERAL SERVICES**

- E. The building is a designated no smoking area.
- F. Working hours shall be between 7:00 a.m. and 4:30 p.m. Monday – Friday unless an alternate schedule is approved by all parties three working days in advance.

1.3 SCHEDULE OF WORK

- A. Schedule work with owner and building occupants as noted in (F) above.

1.4 APPLICATIONS FOR PAYMENT

- A. Payment Period Bi-weekly or upon completion.

1.5 CODES, STANDARDS AND AUTHORITIES

- A. Perform all work in strict accordance with all rules, regulations, standards, codes, ordinances or laws of local, State and Federal governments or other authorities having lawful jurisdiction and be responsible for compliance therewith. Such authorities include, but are not limited to, the following:
 - 1. Local and State building, plumbing, mechanical, electrical, fire and health department codes.
 - 2. National Fire Protection Association (NFPA).
 - 3. National Board of Fire Underwriters (NBFU).
 - 4. Occupational Safety and Health Act (OSHA).
- B. All material and equipment shall be ASME, ANSI, or Underwriter's Laboratory (UL), listed as applicable for the service for which it is being used.

1.6 GUARANTEE

- A. Guarantee in writing all work for a period of one year from the date of beneficial use to the Owner. Should any defects in materials, equipment, workmanship or installation develop within this period, promptly make all necessary repairs and replacements to the satisfaction of the Engineer and at no cost to the Owner. Said written guarantee shall further stipulate that any damage caused in making such necessary repairs and replacements shall be remedied and corrected. See section 07530 and section 07610 for manufacturers warranties.
- B. Guarantee shall also include provision for 24-hour service of the complete system during the guarantee period at no cost to the Owner. Should any defects in materials, equipment, workmanship or installation develop within this period, promptly make all necessary repairs and replacements to the satisfaction of the Engineer and at no cost to the Owner. Said written guarantee shall further stipulate that any damage caused in making such necessary repairs and replacements shall be remedied and corrected.
- C. Guarantee shall be submitted to the Engineer through the Contractor before final payment.
- D. Guarantee shall apply only to the new work performed.

**DEPARTMENT OF BUILDINGS
AND GENERAL SERVICES**

1.7 WARRANTIES

With respect to all warranties, express or implied, from the prime Contractor, subcontractors, manufacturers, or suppliers for work performed and materials furnished under this contract, the Contractor shall:

1. Obtain all warranties that would be given in normal commercial practice;
2. Require all warranties to be executed in writing for the benefit of the State and;
3. Enforce all warranties for the benefit of the State.

1.8 CONTRACT DOCUMENTS

- A. Work to be performed is shown primarily on Drawings.
- B. The Drawings are diagrammatic and indicate the general arrangement of work included in the Contract. It is not intended to specify or to show every component. However, it is the intent of these Specifications and Drawings that all required components and materials whether or not indicated or specified, shall be provided in such a manner as to make the entire project fully complete and operational in all respects.
- C. Any questions regarding these Drawings or Specifications shall be addressed to the Engineer in writing prior to the awarding of the Contract. Otherwise, the Engineer's interpretation of the meaning and intent of the Drawings and Specifications shall be final.

1.9 DISCREPANCIES IN DOCUMENTS

- A. Where Drawings or Specifications indicate discrepancies or unclarities, advise the Engineer in writing before award of the Contract. Otherwise, the Engineer's interpretation of the documents shall be final, and no additional compensation shall be permitted due to discrepancies or unclarities thus resolved.
- B. Where Drawings or Specifications do not coincide with the recommendations of the manufacturer of a material or piece of equipment, this shall be brought to the attention of the Engineer in writing, before installation of the item in question. Otherwise, make such changes in the installation as the Engineer may require without additional cost to the Owner.

1.10 EXAMINATION OF SITE AND CONTRACT DOCUMENTS

- A. Before submitting bid prices, thoroughly examine all the Contract Documents and the site with special emphasis on all the adjoining work upon which this work depends.
- B. No claim for extra compensation will be recognized for difficulties encountered, which, in the opinion of the Engineer, would have been revealed by the proper examination of the site.

1.11 CONSTRUCTION AIDS, BARRIERS

- A. Construction Aids:
 1. Scaffolding and hoists: This phase of the operation is at the option of the Contractor. Construction aids shall meet the requirements of the various laws and regulations

**DEPARTMENT OF BUILDINGS
AND GENERAL SERVICES**

governing the building operation.

2. Barriers: Contractor shall provide barriers and safety requirements to protect the Owner's property and interests and comply with all laws governing construction safety.

1.12 ACCESS TO SITE

- A. Access to and egress from site for contractor's employees, trucks, construction machinery, and material deliveries shall be approved by the Owner.

1.13 SANITARY FACILITIES

- A. The Contractor will be permitted to use existing public toilet facilities in the building provided the existing facilities are not misused, defaced, or dirtied unnecessarily. If the Owner or Engineer deems that the existing facilities have been subject to misuse, the Contractor shall be informed and caused to install and be responsible for maintaining his own temporary sanitary facilities subject to the Owner's restriction. The Contractor shall also be held responsible for the repair of any damage to said existing facilities.

1.14 FIELD MEETINGS

- A. Preconstruction meeting: Schedule a preconstruction meeting before starting construction. Review responsibilities and personnel assignments.
- B. Attendees: Representative of the Agency where the work is being performed, State's Engineer, Clerk of the Works, and the Contractor shall attend.
 1. Participants shall be familiar with the Project and be authorized to conclude matters relating to the Work.
- C. Agenda: Discuss items that could affect progress, including the following:
 1. Tentative construction schedule.
 2. Critical work sequencing.
 3. Submittal of Shop Drawings, Product Data, and Samples.
 4. Use of Premises.
 5. Coordination with, and working around tenant employees.
 6. Security Requirements.

1.15 COORDINATION

- A. Coordinate scheduling, submittals, and Work of the various sections of specifications to ensure efficient and orderly sequence of installation of interdependent construction elements.

1.16 SPECIAL RESPONSIBILITIES

- A. The contractor shall take any and all necessary precautions governed by any ordinance relative to noise, dust, water or pollution controls.
- B. Cleaning:

**DEPARTMENT OF BUILDINGS
AND GENERAL SERVICES**

1. Work and storage areas shall be maintained and swept clean on a daily basis.
2. Provide on-site containers for collection of waste materials, debris and rubbish.
3. Materials removed and not reused and debris resulting from the Contractors work shall become the property of the Contractor and shall be removed from the site and legally disposed of.
4. In preparation of final inspection or substantial completion:
 - a) Remove grease, mastic adhesives, dust, dirt, stains, fingerprints, labels and other foreign materials from exposed interior and exterior surfaces.
 - b) Unless otherwise specified all surfaces shall be swept clean.
 - c) Broom clean exterior paved surfaces; rake clean other surfaces of the grounds.
 - d) Remove all debris from roof surfaces.

C. Supervision:

1. The Contractor shall employ a competent superintendent who shall be in attendance at the site during the progress of the work. The superintendent shall be satisfactory to the Engineer and shall not be changed except with the consent of the Engineer, unless the superintendent proves to be unsatisfactory to the Contractor and ceases to be in his employ.
2. The superintendent shall represent the Contractor and all communications given to the superintendent shall be as binding as if given to the Contractor. Important communications will be confirmed in writing. Other communications will be so confirmed on written request in each case.

D. Security:

1. Contractor shall be responsible for his own security in reference to the work completed, materials and equipment stored on the site, and shall comply with the Owner's security requirements.

1.17 MATERIALS AND WORKMANSHIP

- A. Work shall be executed by skilled craft persons and shall be in conformance with the best practices of each trade involved. Work shall present a neat and workmanlike appearance when completed. Material and equipment shall be installed according to manufacturer's recommended best practice.
- B. Fully insure workmen and work as required.
- C. Except as otherwise noted, material or equipment mentioned in Specifications or on Drawings shall be furnished new, and supplies necessary for complete and operational installation shall be provided.
- D. Finish of materials, components, and equipment shall not be inferior to industry good practice. When material or equipment is visible or subject to corrosive or atmospheric conditions, finish shall be as approved by Engineer.
- E. Owner shall not be responsible for material and equipment prior to testing and acceptance.

1.18 MATERIAL AND EQUIPMENT

A. Transportation and Handling:

1. Contractor and his subcontractors shall be responsible for the transportation and handling of all materials from, to, and at the project site. All damages thereto shall be replaced by the responsible party at no additional cost to the Owner.
2. Properly identify all materials shipped to the Contractor at the project site with the Contractors name, project title, and specific delivery point. Receipt of materials is the Contractors responsibility.

B. Storage and Protection:

1. Materials used in this project must be stored outside of perimeter fence and locked up when left unattended. This material shall be located in such a manner that it does not block fire exit paths, or interfere with normal operations of the occupants. Security of stored items is the Contractors responsibility.
2. The following storage requirements shall apply.
 - a) Before installation, store materials and equipment at site:
 1. In orderly manner so as not to interfere with other work or obstruct access to buildings or facilities.
 2. Protecting against theft or damage from any cause and replacing items stolen or damaged, at no cost to Owner.
 3. Store materials in area designated by Chief of Security.
 - b) After installation and until final acceptance, respective contractor is responsible for:
 1. Protecting materials and equipment from damage by falling objects, other workmen, flooding, etc.
 2. Replacing damaged or marred equipment prior to final acceptance.
 3. Replacing protective covering removed at any time for any reason.
 - c) Repair and replace, at no cost to Owner:
 1. Any damage to systems, equipment, and/or building due to freezing or other damage.
 2. To meet Engineers and Owners approval.

1.19 CUTTING AND PATCHING

- A.** Demolition shall be performed with care so as not to damage existing construction or equipment to remain. Remove all items and materials as indicated and as required to perform the work.
- B.** Contractor shall be responsible for all cutting, fitting and patching or to:
1. Remove and replace defective work or work not conforming to the requirements of Contract Documents.

**DEPARTMENT OF BUILDINGS
AND GENERAL SERVICES**

- C. Provide protection for that portion of the Project, which may be exposed by cutting and patching work.
- D. Restore work, which has been cut or removed; install new products to provide completed work in accordance with requirements of Contract Documents.
- E. Fit work airtight to pipes, sleeves, ducts, conduit and other penetrations through surfaces.
- F. Refinish surfaces as necessary to provide an acceptable finish to match adjacent finishes.

1.20 SUBMITTALS AND SHOP DRAWINGS

- A. Within 30 days of receiving the notice to proceed and before ordering or installing any of the following items, submit the number of submittals required by the Contractor plus 2 copies which will be retained by the Engineer, of the following items, unless otherwise noted, for approval. The following submittals will be required.

<u>Item</u>	<u>Section</u>	<u>Catalog Cuts</u>	<u>Shop Drawings</u>	<u>Other</u>
MSDS Sheets				X
Certificate of Insurance (1 copy)	01001			X
Bonds (1 copy, ea.)	01001			X
Recycling Plan (1 copy)	01577			X
Roof materials	07530	X	X	X
Roof materials	07610	X	X	X

- B. Where printed data covers more than one distinct product, size, type, materials, trim, accessory group or other variation, mark submitted copy to indicate which of the variations is to be provided. Delete or mark out portions that are not applicable. Where operating ranges are shown, mark data to show portion of range required for project application. For each product include the manufacturer's specifications, installation or fabrication instructions, sizes or weights. Any submissions presented otherwise shall be returned to the contractor.
- C. Upon completion of the project, and before final payment, the following submittals will be required:

<u>Item</u>	<u>Section</u>	<u>Catalog Cuts</u>	<u>Shop Drawings</u>	<u>Other</u>
Guarantee Bond (1 copy)	01001			X
Manufacturer's Warranty	07530			X
Manufacturer's Warranty	07610			X

1.20 SUBSTITUTIONS AND PRODUCT OPTIONS

- A. Requests for substitutions must be submitted 5 days prior to bid opening as outlined in Instructions To Bidders.
- B. Where "or equal" is stated, or implied, it is the Engineer's, not the Contractor's, decision as to

**DEPARTMENT OF BUILDINGS
AND GENERAL SERVICES**

what brands or suppliers qualify as equal or not equal.

1.21 PROJECT CLOSEOUT

A. Guarantees, Bonds, and Certificates:

1. Various items such as Guarantees, and Bonds are specifically called for and described in various portions of the specifications where they relate to work of a specific item. Original copies of required items shall be filed with the Engineers before the project will be closed out and final payment made.
2. See also requirements in "Instructions to Bidders".

B. Before requesting final payment, submit certificates of approval (or final inspection) from all concerned authorities, including but not limited to:

1. An outline of a preventive maintenance program for each item which shall include a schedule of inspection and maintenance. It shall suggest the maintenance and inspection that should be done with outside service.
2. Copy of all guarantees and warranties issued.
6. Where contents of the manual include manufacturer's catalog pages, clearly indicate the precise items included in this installation.

1.22 CLEANING-UP:

Contractor shall clean up upon completion of their work. They shall remove all litter, debris, and construction equipment and leave all areas and finishes as required by the specifications, ready for Owner use.

A. Removal of utilities, facilities, and controls

1. Remove equipment, facilities and materials prior to final review.
2. Clean and repair damage caused by installation or use of temporary work.
3. Restore existing facilities used during construction to original condition

END OF SECTION 01001